



City of Fitchburg  
Planning/Zoning Department  
5520 Lacy Road  
Fitchburg, WI 53711  
(608-270-4200)

## REZONING APPLICATION

The undersigned owner, or owner's authorized agent, of property herein described hereby petitions to amend the zoning district map of the Fitchburg zoning ordinance by reclassifying from the B-G district to the B-P district the following described property:

1. **Location of Property/Street Address:** 2970 Chapel Valley Road, Fitchburg, WI 53711

**Legal Description - (Metes & Bounds, or Lot No. And Plat):**

Lot 372, Fourth Addition to Highlands of Seminole, in the City of Fitchburg, Dane County, Wisconsin.

\*\*\*Also submit in electronic format (MS WORD or plain text) by email to: [planning@fitchburgwi.gov](mailto:planning@fitchburgwi.gov)

2. **Proposed Use of Property - Explanation of Request:**

Convert a multi-tenant office building to multi-tenant office & religious services.

3. **Proposed Development Schedule:** Purchase scheduled for 2Q 2020. Construction to opening estimated 3-4Q 2020.

\*\*\*Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Rezoning shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

\*\*\*Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) electronic pdf document of the entire submittal to [planning@fitchburgwi.gov](mailto:planning@fitchburgwi.gov). Additional information may be requested.

**Type of Residential Development (If Applicable):** \_\_\_\_\_

**Total Dwelling Units Proposed:** \_\_\_\_\_ **No. Of Parking Stalls:** \_\_\_\_\_

**Type of Non-residential Development (If Applicable):** Convert portion of offices for religious services

**Proposed Hours of Operation:** Mon-Fri 8-5pm, Sunday 7-5pm **No. Of Employees:** unknown

**Floor Area:** 25,954 GSF/ 21,632 RSF total **No. Of Parking Stalls:** 83 (See Attached)

**Sewer:** Municipal ☒ Private ☐ **Water:** Municipal ☒ Private ☐

**Current Owner of Property:** Chapel Valley, LLC

**Address:** 612 West Main St #201, Madison, WI 53703 **Phone No:** (608) 257-1090

**Contact Person:** Suzanne Genin, Jeremiah Genin

**Email:** [sgenin@chapelvalley.org](mailto:sgenin@chapelvalley.org), [jgenin@chapelvalley.org](mailto:jgenin@chapelvalley.org)

**Address:** 2575 Petersburg Circle, Fitchburg, WI 53719 **Phone No:** (608) 628-0601, 692-6112

**Respectfully Submitted By:** Suzanne Genin  
Owner's or Authorized Agent's Signature Print Owner's or Authorized Agent's Name

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

**For City Use Only:** **Date Received:** \_\_\_\_\_ **Publish:** \_\_\_\_\_ and \_\_\_\_\_

**Ordinance Section No.** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

**Permit Request No.** \_\_\_\_\_



City of Fitchburg  
Planning/Zoning Department  
5520 Lacy Road  
Fitchburg, WI 53711  
(608) 270-4200

## CONDITIONAL USE PERMIT APPLICATION

The undersigned owner, or owner's authorized agent, of property herein described hereby applies for a conditional use permit for the following described property:

**1. Location of Property:**

Street Address: 2970 Chapel Valley Road, Fitchburg, WI 53711

Legal Description - (Metes & Bounds, or Lot No. And Plat): \_\_\_\_\_

Lot 372, Fourth Addition to Highlands of Seminole, in the City of Fitchburg, Dane County, Wisconsin

\*\*\*Also submit in electronic format (MS WORD or plain text) by email to: [PLANNING@FITCHBURGWI.GOV](mailto:PLANNING@FITCHBURGWI.GOV)

**2. Current Use of Property:** Multi-Tenant Office Building

**3. Proposed Use of Property:** Multi-Tenant Office & Religious Services

**4. Proposed Development Schedule:** Purchase scheduled 2Q 2020. Construction to opening estimated 3-4Q 2020.

**5. Zoning District:** B-P

**6. Future Land Use Plan Classification:** BUS

\*\*\*Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Conditional Use Permits shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

\*\*\*Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) pdf document of the entire submittal to [planning@fitchburgwi.gov](mailto:planning@fitchburgwi.gov).

Additional information may be requested.

**Type of Residential Development (If Applicable):** \_\_\_\_\_

No. of Dwelling Units by Bedroom: 1 BR ☐ 2 BR ☐ 3 BR ☐ 4 or More ☐

No. Of Parking Stalls: \_\_\_\_\_

**Type of Non-residential Development (If Applicable):** Conversion of a portion of the office space to religious use

**Proposed Hours of Operation:** Mon-Fri 8-5PM, Sunday 7-5PM **No. Of Employees:** 10

**Floor Area:** 6,214 - 11,759 SQ FT See Attached **No. Of Parking Stalls:** 83-See Attached

**Sewer:** Municipal ☒ Private ☐ **Water:** Municipal ☒ Private ☐

**Current Owner of Property:** Chapel Valley, LLC

**Address:** 612 West Main St #201, Madison, WI 53703 **Phone No:** (608) 257-1090

**Contact Person:** Suzanne Genin, Jeremiah Genin

**Email:** sgenin@chapelvalley.org, jgenin@chapelvalley.org

**Address:** 2575 Petersburg Circle, Fitchburg, WI 53719 **Phone No:** (608) 628-0601, 692-6112

**Respectfully Submitted By:** \_\_\_\_\_

Owner's or Authorized Agent's Signature

\*\* It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an CUP application to identify any concerns or issues of surrounding residents.

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

**For City Use Only:** **Date Received:** \_\_\_\_\_ **Publish:** \_\_\_\_\_

**Ordinance Section No.** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

**Permit Request No.** \_\_\_\_\_

Chapel Valley LLC  
c/o Tim Kritter  
612 West Main St #201  
Madison, WI 53703

November 13, 2019

City of Fitchburg  
Planning Commission  
5520 Lacy Road  
Fitchburg, WI 53711

To Whom It May Concern:

We authorize, Madison Foursquare Church, Jeremiah and Suzanne Genin, to apply for the rezone and conditional use permit of 2970 Chapel Valley. At this time, we have accepted an offer for purchase of this property. Should you have any additional questions or concerns feel free to contact me at the number below.

Sincerely yours,



Timothy J Kritter, Member  
608-257-1090

- GENERAL NOTES:
- ALL PAINT STRIPPING SHALL BE 6" WIDE, YELLOW
  - H.C. CURB CUTS AND RAMPS PER ADA SEC. 411 MAX. SLOPE TO BE 1:10, MIN. WIDTH TO BE 36", FLARE SIDES 12" EACH SIDE WITH MAX. SLOPE OF 1:10, DIAMOND MESH SURFACE FULL WIDTH AND DEPTH OF RAMP.
  - ALL DIMENSIONS ARE FROM FACE OF CONCRETE WALL, FACE OF CURB OR CENTER OF PROPERTY LINE
  - BITUMINOUS PAVING 18 3" SURFACE COURSE ON 8" COMPACTED STONE BASE
  - ALL EXTERIOR CONCRETE SIDEWALKS TO BE 6" BAG MIX WITH WESTERN FINISH 5" THICK W/ WUF REINFORCING ON 6" COMPACTED FILL
  - WATER SERVICE MATERIAL SHALL BE CL. B2 D.I.
  - SEWER AND WATER CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF FITCHBURG STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION, APRIL 2002 OR LATER EDITION
  - FIRE PROTECTION SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF THE FIRE DEPARTMENT
  - SIDEWALKS AND DRIVEWAY APRON CONSTRUCTION WITHIN THE PUBLIC RIGHTS OF WAY SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF FITCHBURG STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, JANUARY 2003 OR LATEST EDITION
  - DURING CONSTRUCTION REMOVE CASTING GRATE ON ALL CATCH BASINS INSTALL WATER PERMEABLE MEMBRANE FOR SILT INFILTRATION PROTECTION AND REINSTALL CASTING GRATE. SECURE MEMBRANE IN THE FLOW LINE WITH 2X4 MATERIAL, MINIMUM
  - NOT USED
  - THE CITY OF FITCHBURG, PUBLIC WORKS DEPARTMENT, SHALL BE NOTIFIED A MINIMUM OF 24 HOURS PRIOR TO ANY WORK FOR THE SANITARY SEWER, WATERMAIN AND STORM SEWER CONNECTIONS OR WORK WITHIN THE CITY RIGHT-OF-WAY
  - EXISTING WATERMAIN VALVES SHALL BE MARKED AND PROTECTED FOR DURATION OF CONSTRUCTION
  - A LAND DISTURBING ACTIVITY PERMIT (LDAP) MUST BE OBTAINED FROM THE CITY OF FITCHBURG PRIOR TO ANY CONSTRUCTION ACTIVITIES ON THE SITE
  - SLOPES GREATER THAN 3:1 SHALL BE LINED WITH EROSION MATTING
  - TRACKED MATERIAL SHALL BE COLLECTED BY THE GENERAL CONTRACTOR AT THE END OF EACH WORKING DAY OR AS REQUIRED BY THE CITY
  - PROVIDE KNOX BOX FOR THE FIRE DEPARTMENT. CO-ORDINATE LOCATION WITH FIRE CHIEF PRIOR TO INSTALLATION

PARKING LOT PLAN SITE INFORMATION BLOCK

SITE ADDRESS CHAPEL VALLEY ROAD

SITE ACREAGE (TOTAL) 30.066 SQ FT ± 2.01 ACRES

NUMBER OF BUILDING STORIES 2

BUILDING HEIGHT 32'-8" PARAPET

DILHR TYPE OF CONSTRUCTION (NEW STRUCTURES OR ADDITIONS) TYPE 3B BUSINESS/ALLY SPRINKLED

TOTAL SQUARE FOOTAGE OF BUILDING 24,984 SQ FT

USE OF PROPERTY MULTI-TENANT OFFICE

GROSS SQUARE FEET OF OFFICE 24,984 SQ FT

GROSS SQUARE FEET OF RETAIL AREA NA

NUMBER OF EMPLOYEES IN WAREHOUSE NA

NUMBER OF EMPLOYEES ON PRODUCTION AREA NA

CAPACITY OF RESTAURANT / PLACE OF ASSEMBLY NA

NUMBER OF BICYCLE STALLS SHOWN 6

TYPE OF FOUNDATION POURED CONCRETE

NUMBER OF PARKING STALLS (TOTAL SITE) SHOWN

SMALL	0
LARGE	79
ACCESSIBLE (TOTAL)	4
TOTAL	83

NUMBER OF TREES SHOWN 42

SITE INFORMATION

FLOOR AREA RATIO: 21.1%

IMPERVIOUS SURFACE RATIO: 84.4%, 5% FOR PRIVATE DRIVE

ZONING: C2

SETBACKS:

REAR 10'-0"

FRONT 20'-0"

SIDE 10'-0"

SITE SIZE: 30.066 SQ FT

BUILDING SIZE: 11,814 SQ FT ON FIRST FLOOR, 13,140 SQ FT ON SECOND FLOOR

SIDEWALKS AND DRIVE: 32,215 SQ FT, 13,920 SQ FT FOR PRIVATE ROAD

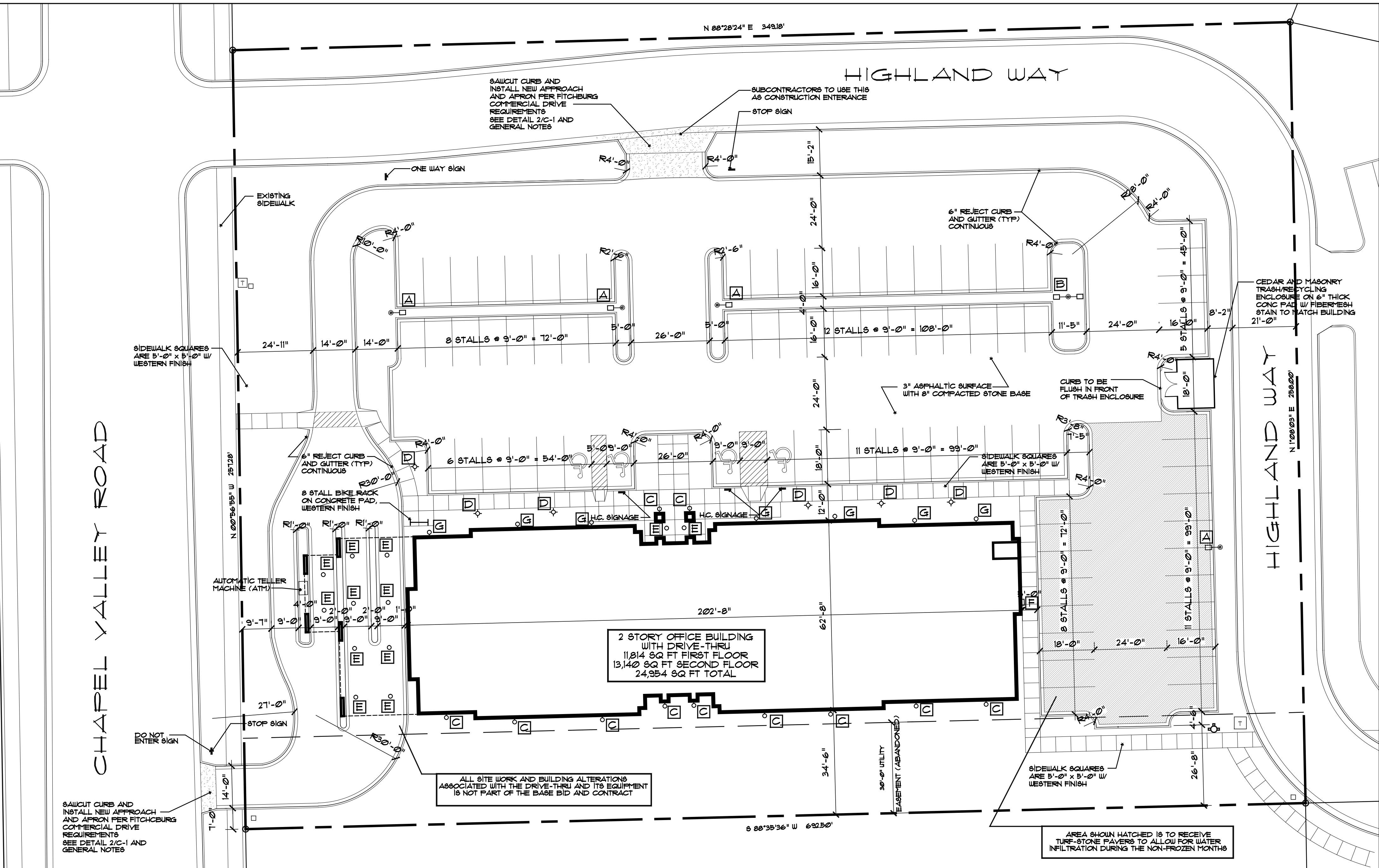
PARKING STALLS: 83

REQUIRED (1,320 SQ FT): 83

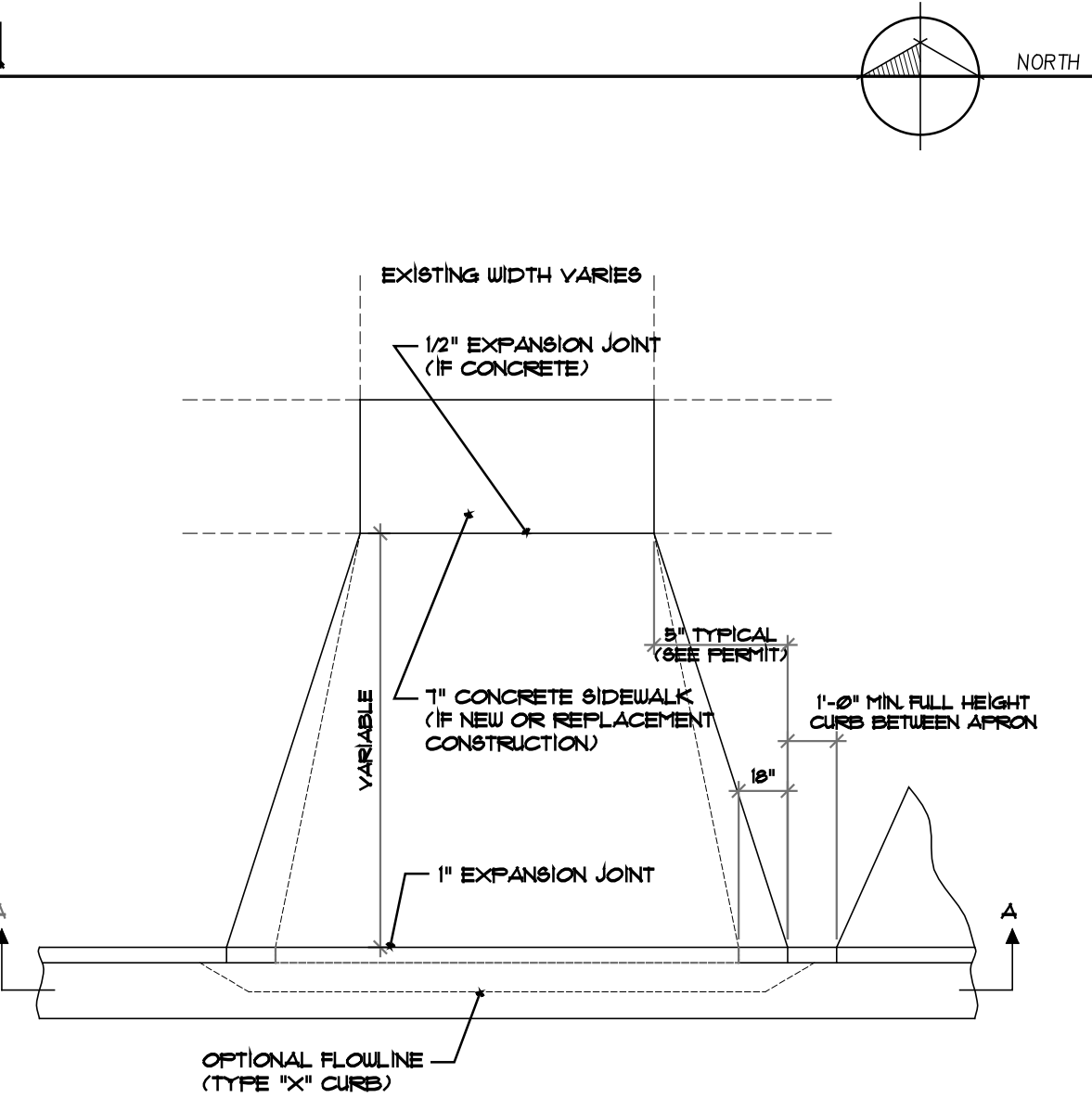
SHOWN:

LIGHT FIXTURE KEY

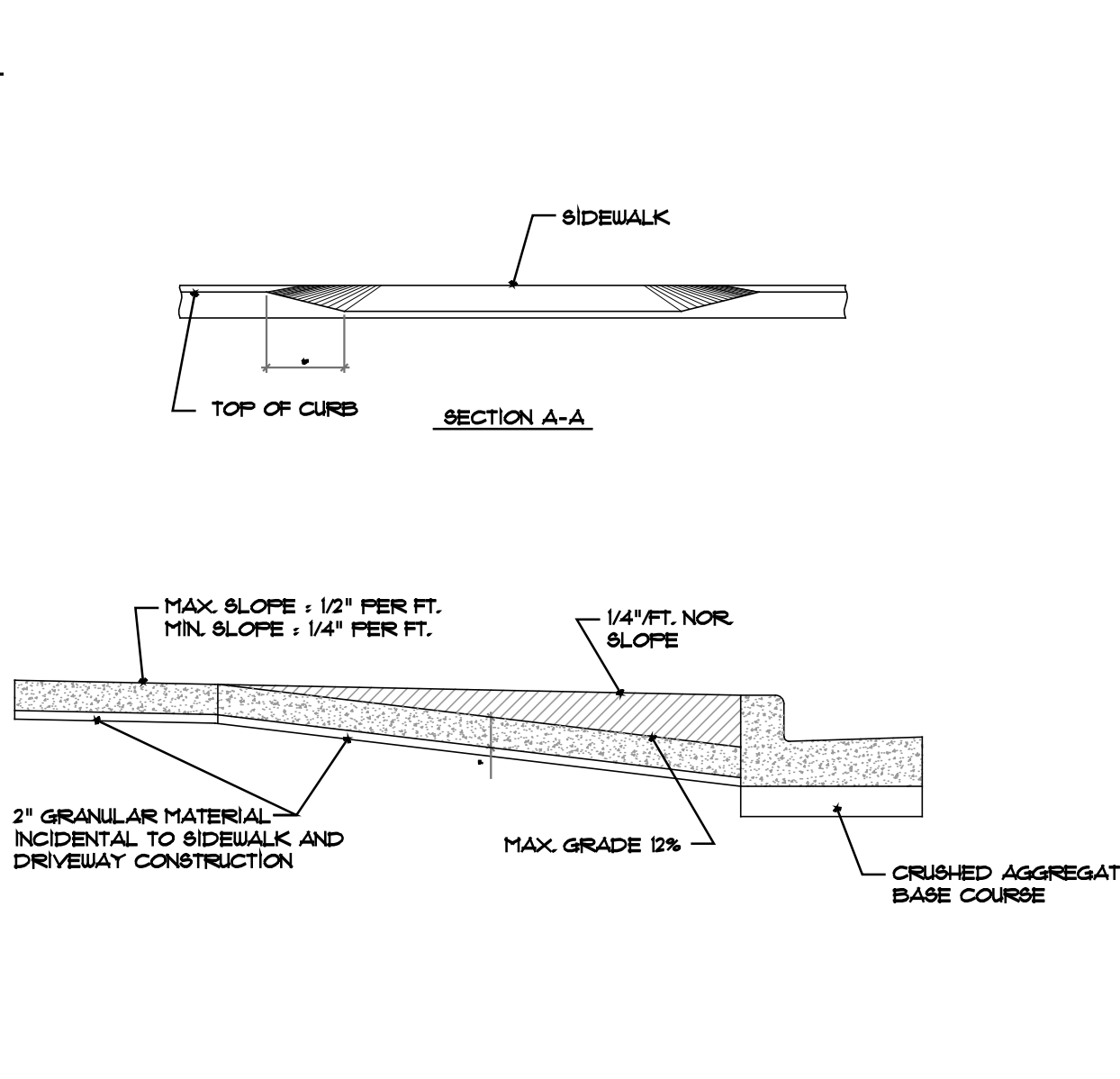
- A RUID 100W MH SINGLE HEAD PARKING LOT LIGHT ON 5' X 28" POLE, MODEL # PD24402, WITH CONCRETE BASE-FOOTING (28'-0" FROM GRADE)
- B RUID 100W MH DOUBLE HEAD PARKING LOT LIGHT ON 5' X 28" POLE, MODEL # PD24402, WITH CONCRETE BASE-FOOTING (28'-0" FROM GRADE)
- C USA ARCHITECTURAL LIGHTING 100W MH DECORATIVE LIGHT FIXTURES (11'-0" FROM GRADE), MODEL # RC36-WA-100-WM-MEM
- D RUID 100W MH ROUND BOLLARD W/ LOUVERS MODEL # HCD410-D WITH MODEL # HCL
- E RUID 100W MH RECESSED CAN LIGHT FIXTURE (11'-0" FROM GRADE), MODEL # RTM10 WITH MODEL # RTM14
- F RUID 100W MH WALL-PAC WITH DEEP SHIELDING, RUID CATALOG# EB401-D
- G USA ARCHITECTURAL LIGHTING 100W MH DECORATIVE LIGHT FIXTURES (11'-0" FROM GRADE), MODEL # RC36-WA-IL-100-WM-MEM



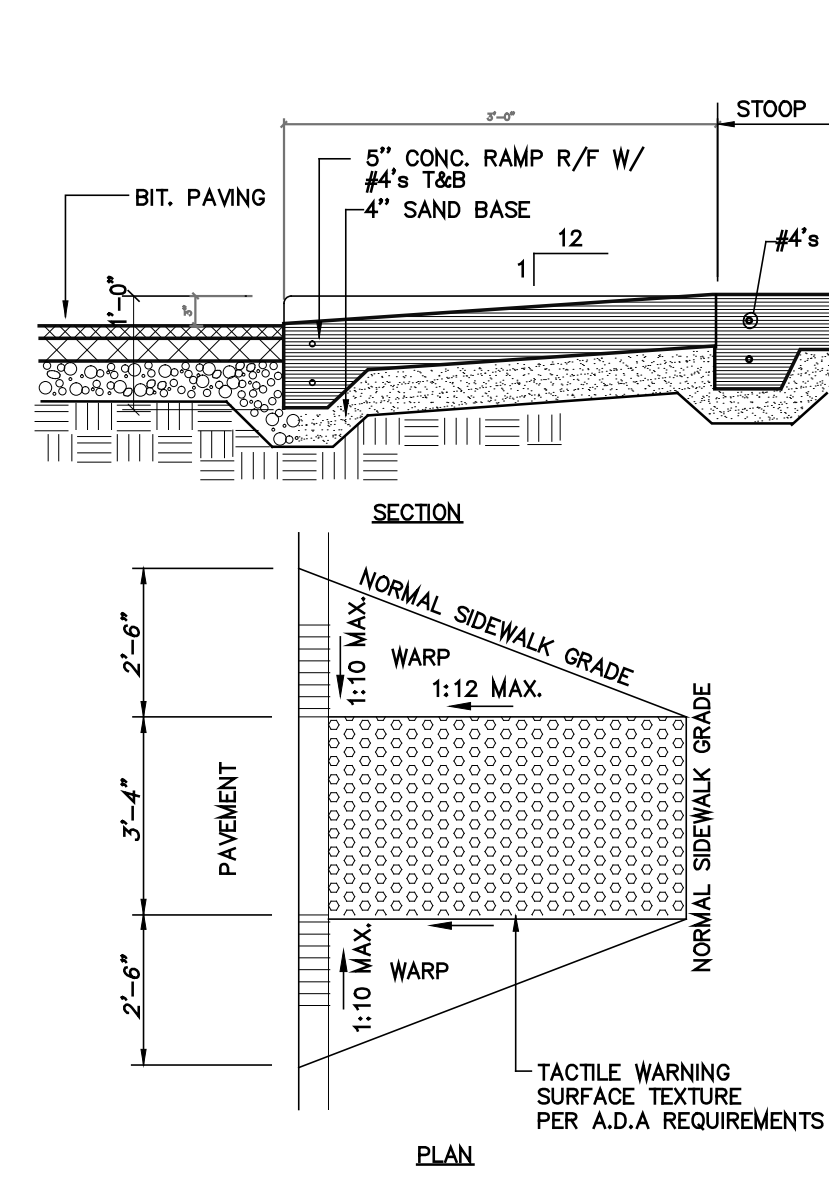
1 SITE PLAN  
C-11 SCALE: 1" = 20'-0"



3 COMMERCIAL DRIVEWAY DETAIL  
C-11 NO SCALE



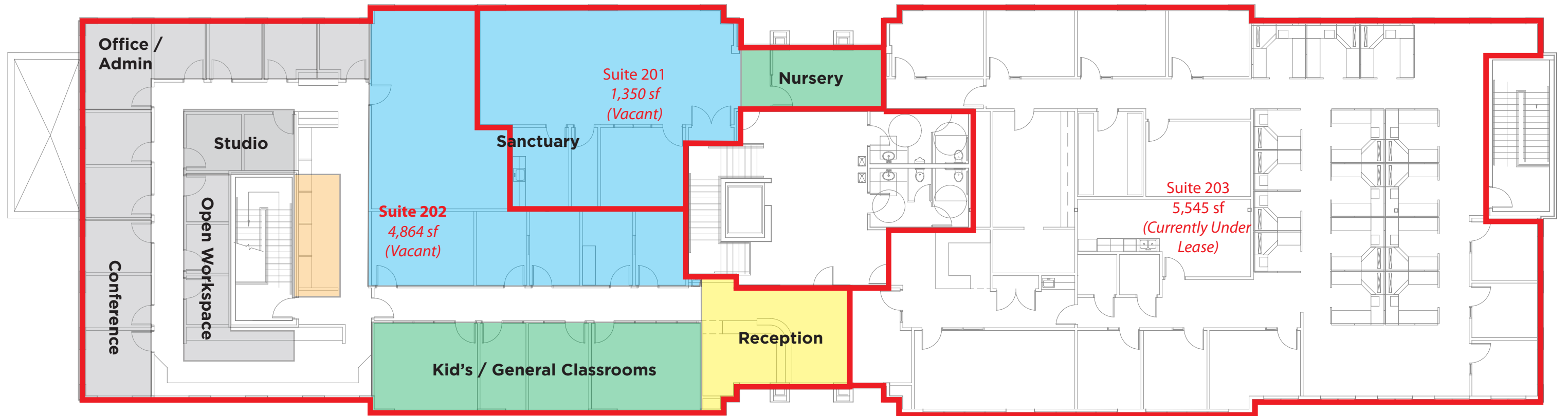
4 TYPICAL CURB RAMP DETAIL  
C-11 NO SCALE



# Option 1

## Second Floor

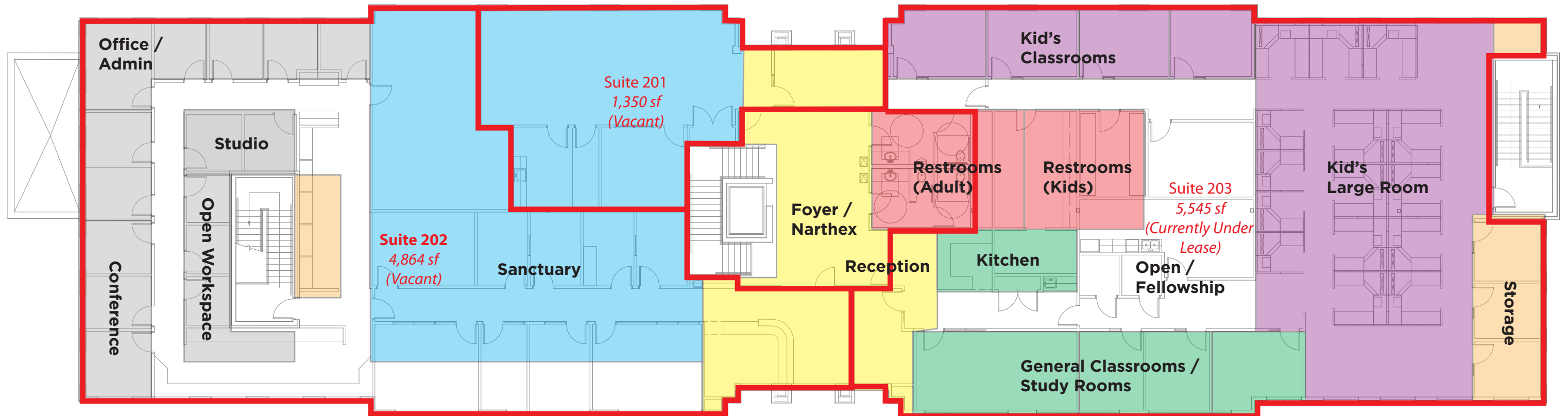
*With Current Lease Agreements*



# Option 2

## Second Floor

*Pending Current Lease Agreements*



Tenant	SQ Feet	Office Parking Ratio: 4 per 1,000 SQ FT	Institutional Parking Ratio: Church 1 stall per 5 seats	No. of Employess
Leased: Suite 101	4,500	up to 14		unknown
VACANT: Suite 103	1,967			
Leased: Suite 104	3,406	up to 12		unknown
VACANT: Suite 201	4,864			
VACANT: Suite 202	1,350			
Leased: Suite 203	5,545	up to 20		unknown